

Grade 6 Technology Scope and Sequence - Data Collection

Teacher: _____ Subject: _____ Grade Level: _____

Project Name: _____ Date: _____

Brief Project Description:

Check all that apply...

Technology Operations and Concepts

- ☐ 1. Use accurate terminology related to technology.
 - Use appropriate terminology related to technology.
- ☐ 2. Demonstrate correct keyboarding techniques.
 - Type using correct posture and finger placement on alpha numeric keyboards.
- ☐ 3. Explain how network systems are connected and used.
 - Explain the components of a network system.
- ☐ 4. Use all standard features of word processing.
 - Use basic formatting and editing features of word processing/text editing to create documents such as letters, brochures, essays, reports, or other documentation.
 - Save documents to the correct location and print documents.
- ☐ 5. Use all standard features of spreadsheets.
 - Enter and organize data, save, and print.
 - Use basic formatting and editing features.
 - Enter data into a graph template to create graphs and charts.
 - Use sum and average functions.
- ☐ 6. Use all standard features of databases.
 - Use basic features of pre-existing databases to find, sort, and analyze information.
- ☐ 7. Use standard multi-media features of presentation software.
 - Use standard multimedia capabilities. For example: the insertion of sound files, pictures/graphics, movie files, hyperlinks, animation, action buttons and/or narration.
- ☐ 8. Identify digital file types.
 - Identify file types of different applications and medias.
- ☐ 9. Determine basic troubleshooting strategies to correct hardware and software problems.
 - Choose the best strategy to correct basic hardware problems and basic software problems, such as but not limited to, computer shutdown, logging in and logging out, volume issues, computer freezes, distorted monitor images, wireless connectivity, printer jams, etc.

- ☐ **10. Define and understand the effects of computer/electronic device contaminants such as "viruses", "malware", "adware", "crimeware", and "spyware."**
- Explain the consequences of computer viruses and other contaminants as well as intrusive software such as "pop-ups."
 - Recognize and describe the importance of antivirus software and of performing constant updates.

Digital Citizenship

- ☐ **11. Identify safe and responsible ways to use technology systems, the Internet including but not limited to social/professional networking, communication tools, and applications.**
- Recognize dangers of online predators.
 - Understand and explain how to avoid and report online predators.
 - Understand the meaning of cyber-bullying, the consequences, and ways to avoid it.
 - Identify safe and responsible practices of social networking and electronic communication.
 - Understand the meaning of legal versus ethical, as it pertains to digital content and use of technologies.
- ☐ **12. Practice responsible, ethical, and legal use of technology systems, the Internet, communication tools, and applications.**
- Keep passwords private.
 - Recognize/avoid cyber-bullying tactics.
 - Understand consequences of committing cyber-bullying.
 - Identify ways to prevent cyber-bullying.
 - Understand and demonstrate the use of on-line communication tools and social or professional networking tools safely, effectively and responsibly (email, IM, Facebook, Twitter, LinkedIn, texting, voice threads, blogs, wikis, webpages, YouTube, etc.).
 - Understand ramifications of posting information, pictures, and videos online.
- ☐ **13. Follow local acceptable use policies regarding technology.**
- Follow local acceptable use policies regarding technology.
- ☐ **14. Cite sources of digital content (in a format such as APA, MLA, or other style sheet).**
- Cite sources of digital content (in a format such as APA, MLA, or other style sheet).
- ☐ **15. Practice ethical and legal use of technology systems and digital content.**
- Determine if content is plagiarized.
 - Understand possible consequences of plagiarism.
 - Explain the importance of citing text and digital content.
 - Practice knowledge of copyright laws and fair use pertaining to technology resources and use of on-line content.
- ☐ **16. Protect personal information online.**
- Discuss privacy settings.
 - Determine if a website is a secure and trusted site before giving out any personal information.
 - Recognize when it is acceptable to give out personal information.
- ☐ **17. Describe advances in technology and the effects of each on the workplace and society.**
- Describe advances in technology and the effect of each on a person's livelihood.
 - Describe how advances in technology affect society.

Research and Information Fluency

☐ 18. Use digital tools and strategies to locate, collect, organize, visualize, interpret, evaluate, synthesize and/or present or display information or ideas.

- Demonstrate efficient Internet search strategies.
- Use digital tools and strategies to locate, collect, organize and evaluate information.
- Use digital tools to present or display information or ideas.

☐ 19. Evaluate electronic resources for reliability based on publication date, bias, accuracy, and sources credibility.

- Evaluate electronic resources for reliability based on a publication date.
- Evaluate electronic resources based on bias.
- Evaluate electronic resources based on accuracy.
- Evaluate electronic resources based on the sources credibility.

Communication and Collaboration

☐ 20. Use digital tools to communicate and collaborate at all levels from interpersonal to global.

- Demonstrate how to use digital tools to communicate and collaborate effectively in a global world.
- Demonstrate digital file transfer including attaching, uploading, and downloading, etc. to collaborate and communicate globally.

☐ 21. Select specific digital tools for completing curriculum-related tasks.

- Select the appropriate digital tool for your task.

☐ 22. Publish digital products that communicate curriculum concepts.

- Publish digital products that communicate curriculum concepts.

Critical Thinking, Problem Solving, and Decision Making

☐ 23. Use digital tools to formulate solutions to authentic problems.

- Utilize digital tools to find solutions to authentic problems.

Creativity and Innovation

☐ 24. Use digital tools to generate new ideas, products, or processes.

- Use digital tools to generate or improve ideas, products, or processes.